

JOB DESCRIPTION

POST TITLE: Faculty Administrator Assistant

SCALE/SCALE-POINT: 3 to 4, scale point 13 to 18

POST TITLE: RESPONSIBLE TO: Heads of Faculty

**THE COLLEGE**

The sixth form college for South Oxfordshire and the Thames Valley, The Henley College attracts highly ambitious students from over 100 schools across Buckinghamshire, Berkshire and South Oxfordshire, thanks to its reputation, the quality of its courses and excellent transport links.

With over 40 high-achieving A Level and vocational diploma courses on offer, as well as apprenticeships and other opportunities, students are guided towards choosing the route that is right for them, taking into account their individual needs, aspirations and potential. Students are further challenged by the College’s Gifted and Talented Academy and enrichment offering, including the Extended Project and Sports Development Programme. Home to upwards of 1,800 full-time students, results are consistently high and compare favourably with more selective institutions in the area.

 In 2010 Henley became the first college in the UK to be granted a change of status to become a sixth form college. It is also proud to be the only sixth form college in Oxfordshire, Berkshire and Buckinghamshire to be awarded the highest accolade in the post 16 sector, by the Department of Education

**OUR VISION**

An outstanding sixth form college for all.

**OUR MISSION**

Supporting our students to achieve their best by providing the highest quality of academic and vocational teaching and learning.  An unrelenting focus on continuous quality improvement.  Promoting high expectations, providing excellent pastoral care, welcoming individuality and developing independence.

THE POST

This is an important post supporting students and staff across the College. The Faculty Administrator Assistant is involved in all areas of student administration, and is an important contact person for students, parents, staff, employers and local schools as well as providing administrative support with the Faculty Administrator. This will of necessity involve dealing with both confidential and sensitive matters.

FACULTY ADMINISTRATOR RESPONSIBILITIES AND DUTIES

* To provide administrative support to the staff and students of the curriculum area within the faculty, including
	+ maintenance of student files, including enrolment audit trail,
	+ UCAS applications,
	+ Arrangements for faculty educational visits, etc.
* To provide assistance and secretarial support for the Head of Faculty and Curriculum Leaders within the Faculty, including but not limited to:
	+ Monitoring faculty budgets,
	+ Monitor room timetabling,
	+ Monitor staff timetables,
	+ Setting up of class meetings,
	+ Assist in preparations for College inspections,
	+ Diary management,
	+ Taking of and passing on of telephone messages
* To manage in-person and telephone enquiries from students, staff, parents, employers and local schools.
* General office management, including but not limited to:
	+ Record and log curriculum area staff absences, and to update Human Resources on a regular basis,
	+ The ‘cleaning’ of Unit-E data during ISR runs,
	+ Assisting auditors as required,
	+ Ensures continued operation of basic office equipment (e.g. photocopiers and printers) by completing preventive maintenance requirements; calling for repairs as necessary, etc.
* Data input of:
	+ Student enrolment cards,
	+ Changes to student programmes, if and when required
* To work with the Faculty Administrators and to provide administrative support.
* Coordination of essential Health & Safety risk assessments.
* To provide cover for absent Faculty Administrators across the campus, as required.
* To undertake such other duties in keeping with the post as may be determined by the Head of Faculty from time to time.
* To provide reception cover across the campus as required.

**GENERAL RESPONSIBILITIES**

* To identify personal and professional staff development needs to meet the College’s Strategic and Operational Plan.
* To ensure continuous professional development (CPD) requirements as specified by the College and that may be identified during College processes, for example Appraisal.
* To participate in the College Appraisal Scheme.
* To be responsible for ensuring that the duties and responsibilities detailed in the College Health and Safety Policy are adhered to and carried out.
* To maintain awareness of the requirements of the College Health and Safety Policy.
* To read and apply the College Safeguarding procedures and to ensure that the duties and responsibilities detailed in the College Safeguarding Policy are adhered to and carried out.
* To read the College Single Equality Scheme and to act in accordance with statutory obligations under the equality duties and in compliance with current Equality and Diversity legislation.
* To ensure adherence to the College Data Protection Policy.
* To work to the College quality standards and systems within the context of the College quality systems.
* To undertake such other duties and responsibilities as are appropriate to this level of post.

**THE PERSON**

**Essential skills and characteristics**

 Previous administrative experience (minimum 2 years)

* Good standard of general education
* Experience of dealing with and managing confidential information
* Strong administrative skills, including experience of using spread sheets and databases with accuracy
* High level of computer literacy, including use of databases and data-entry
* Excellent interpersonal and communications skills and previous experience of dealing with the public
* Ability to work flexibly as part of a team, and ability to work on own initiative
* Flexible approach to workload in a busy environment

**Desirable skills and characteristics**

* Educated to GCSE/A/BTEC level
* Experience of working to deadlines
* Experience of communication with young people

**TERMS OF EMPLOYMENT**

**Tenure of post**: Permanent

**Scale range:** 3/4

**Scale point:** 13 - 18

**Salary**: From £18,291 to £21,192 per annum full-time, pro-rata for part time

**Hours of work**: 32 hours per week, (8:30 – 4 pm, Monday – Thursday and 8:30 – 3:30 on Fridays)

**Weeks: Term time only (38 weeks), plus 2 weeks of work to be scheduled in consultation with the line manager, mainly over the summer period.**

**Pension:** Local Government Pension Scheme (optional). This is an employee

and employer contributory pension scheme.

**The Henley College is an Equal Opportunities Employer**

**The Henley College is committed to safeguarding and promoting the welfare of learners and expects all staff to share this commitment. This position is subject to a satisfactory Enhanced DBS check.**

June 2018